

**Pre-Authorized Billing Payment for Water Tolls - Application**

**ACCOUNT HOLDER INFORMATION:**

First Name: (or corporate name if applicable)	Initial:	Family Name:	
Mailing Address:	City:	Prov:	Postal Code:
Service Address: <i>(if different from mailing)</i>			
Home Phone:		Work Phone:	
Water Toll Account Number (5-digit):			

**FINANCIAL INSTITUTION INFORMATION:**

NAME:
ADDRESS:

**FOR OFFICE USE:**

Route #	
Transit #	
Account #	
Trans. Type	436
<i>RW PAP</i>	mm/dd/yy
<i>RW Flag</i>	mm/dd/yy
<i>CAFT</i>	mm/dd/yy

- 1) In this Authorization, "I", "me", and "my" refer to each Account-Holder(s) who sign below.
- 2) I agree to participate in this pre-authorized payment plan and I authorize the Deep Bay Improvement District to draw a debit, in paper, electronic, or other form (a "Pre-Authorized Payment"), on my account indicated above (Water Toll Account Number), at the Financial Institution indicated above for the purpose of **WATER TOLL BILL PAYMENTS** under the terms and conditions agreed to by me with the Deep Bay Improvement District (DBID).
- 3) I may revoke this Authorization by calling the DBID Office at 250.757-9312, twenty (20) days in advance of my next Pre-Authorized Payment date. I agree that revocation of this Authorization does not terminate any contract that exists between me and the Deep Bay Improvement District concerning my Water Toll bill.
- 4) I agree to promptly inform the DBID Office of any change in Financial Institution Account information.
- 5) I agree that ALL persons whose signatures are required to sign on the Financial Institution Account have signed the Authorization below.

**Please read the Information Sheet**

Please include a blank cheque, with the word "VOID" written across it.

For Joint accounts, if more than one signature is required on cheques, then more than one signature must be included on this application.

The current charge for dishonoured payments is \$25.00. Pre-authorized payments that are not honoured by your Financial Institution will result in the \$25.00 fee being added to your Water Toll Billing Account.

More than one (1) dishonoured pre-authorized payment plan payment may result in the removal of this account from the Plan.

_____
Date
_____
Signature of Authority
_____
Signature of Authority
_____
DBID Water Tolls Account Number

### **Pre-Authorized Billing Payment for Water Tolls - Information Sheet**

The Pre-Authorized Payment Plan for Water Toll Billing has been set up to provide customers with an alternate method for paying their Deep Bay Improvement District **Quarterly Water Toll Invoices**.

The Application Form must be completed, signed, and accompanied by a blank cheque, marked **VOID** in order for us to set up the Plan.

A separate application form is required for each Water Toll Billing Account that you wish to set up on the Plan. Each Water Toll Billing Account that you set up on the Plan will result in a separate payment deduction from your bank account.

#### **Questions and Answers about the Plan:**

**Q. WHAT WILL BE THE DEDUCTION AMOUNT?**

**A. The deduction amount will be dependent on your Water Toll Bill. We will deduct the total amount of your Water Toll Bill, unless your Water Toll Bill shows a credit balance.**

**Q. HOW WILL MY BANK ACCOUNT BE CHARGED?**

**A. Every three months the Deep Bay Improvement District will advise your bank or financial institution of your payment requirement. The Deep Bay Improvement District (DBID) does not charge for this service; however, your bank or financial institution may make a charge for your withdrawal(s), depending on the type of account you have with your bank.**

**Q. ON WHAT DATE WILL THE PRE-AUTHORIZED PAYMENT AMOUNT BE DEDUCTED FROM MY BANK ACCOUNT?**

**A. The payment amount will be deducted from your bank account on the Payment Due Date as indicated on the Water Tolls Invoice.**

**Q. WHAT IF I SWITCH BANK ACCOUNTS TO ANOTHER BRANCH, OR ANOTHER BANK?**

**A. PLEASE CALL the DBID OFFICE at 250.757-9312, at least 20 DAYS in advance to arrange a NEW AGREEMENT, so that your payments can continue.**

**Q. IF I SIGN UP FOR THE PRE-AUTHORIZED PAYMENT PLAN, CAN I STOP A PAYMENT?**

**A. Yes, you can instruct your bank to stop payment BEFORE the deduction goes through your account. You MUST ADVISE the DBID Office by calling AT LEAST 20 DAYS in advance of the Payment Due Date in order for us to remove your payment deduction information from the data we pass to the bank. Once your payment deduction information has been removed from the Plan, it will be necessary to RE-APPLY for the Pre-Authorized Payment Plan. PLEASE REMEMBER THAT IF A PAYMENT DEDUCTION IS NOT HONOURED BY YOUR BANK, AND YOU HAVE NOT NOTIFIED US IN ADVANCE, A \$25.00 SERVICE CHARGE WILL BE APPLIED TO YOUR WATER TOLL BILLING ACCOUNT. Please remember to make your payment using one of the other payment options listed on your Water Toll invoice. Late payments could result in a penalty.**

**Q. WHAT IF I DECIDE TO DISCONTINUE THE PRE-AUTHORIZED PAYMENT PLAN?**

**A. You can terminate by calling the DBID Office at 250.757-9312. The bank CANNOT remove your authorization. Please remember to make your payment using one of the other payment options listed on your Water Toll invoice. Late payments could result in a penalty.**

**Q. HOW DO I/WE ARRANGE FOR PRE-AUTHORIZED PAYMENTS?**

**A. Complete the authorization form and return it to the DBID Office WITH A SAMPLE CHEQUE marked "VOID".**

**For further information please call the DBID Office at 250.757-9312.**